YIT 09-61001 RFQ Amendment

The following sections of the RFQ have been amended:

Article I

In Section I., CONTRACTOR RESPONSIBILITIES, Item E., Services to be Delivered, Service #1 of 6, CASE MANAGEMENT, 2. a. Volume of Service shall be amended and replaced with:

2. Volume of Service:

   a. Clients/Youth – The estimated number of eligible (unduplicated) youth to be served during the period of this Agreement shall be: 30 (15 annually).

Article II

In Section I., CONTRACTOR RESPONSIBILITIES, Item E., Services to be Delivered, Service #3 of 6, MENTORSHIP, 2. a. Volume of Service shall be amended and replaced with:

2. Volume of Service

   a. Clients/youths: – The estimated number of eligible youth to be served per month shall be: 15 to 20 per month.

Article III

In Section I., CONTRACTOR RESPONSIBILITIES, Item E., Services to be Delivered, Service #5 of 6, EMPLOYMENT SUPPORT, 2. a. Volume of Service shall be amended and replaced with:

2. Volume of Service

   a. Clients/youths: The estimated number of eligible youth to be served during the period of this Agreement shall be: 56 (28 annually).

Article IV

In Section I., CONTRACTOR RESPONSIBILITIES, Item E., Services to be Delivered, Service #6 of 6, INDEPENDENT LIVING SKILLS TRAINING, 2. a. Volume of Service shall be amended and replaced with:

2. Volume of Service

   a. Clients/youths: The estimated number of eligible youth to be served per month shall be: 11

RFQ NOTIFICATION SHEET
Contracts and Rate Setting Division

State of Michigan
Department of Human Services

Notice of a request for quotations is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount: **$73,000** **$146,000 for two-year cycle**	ITB Number DHS **YIT_09-61001**

Service Title:

Bid Description:
Muskegon and Ottawa Counties Youth In Transition contract for Case Management; Closed Case Support; Mentorship; Education Support; Employment Support and Independent Living Skills Training services for eligible youth.

Due Date For Response:
8/1/08

Contact Person Name: **Bruce Wright**	Phone #: **(231) 733-3690**
E-Mail Address: **wrightb4@michigan.gov**	

CM-F-RFQ (Rev. 4-08) Previous edition obsolete. MS Word

REQUEST FOR QUOTE (RFQ)
Cover Sheet
Michigan Department of Human Services (DHS)

Contract/RFQ Number: **YIT09-61001**

Bid Submission Due Date & Time: **8/1/08 at 3 pm**

Geographic Area to be Served: **Muskegon & Ottawa Counties**

Service Titles:
1. **Case Management**
2. **Closed Case Support**
3. **Mentorship**
4. **Education Support**
5. **Employment Support**
6. **Independent Living Skills Training**

Anticipated Contract Begin and End Dates: **10/1/2008 through 9/30/2010**

Method of Reimbursement: **X** Actual Cost Unit Rate

Maximum Annual Contact Amount: $ **73,000.00** per year

Issuing Office: Department of Human Services **Muskegon County**

Contact Person: **Bruce Wright**

Telephone #: **231 733-3690** Fax #: **231 733-3790**

Email Address: **wrightb4@michigan.gov**

Bidder Questions Due Date & Time: **7/18/08 1 pm**

Submit 6 copies of the bid response and two (2) copies of the budget document, in a separate sealed envelope, to this address:

Muskegon County		
DHS Office		
P.O. Box 4290, **2700 Baker Street**		
Street Address		
Muskegon Heights	**MI**	**49444**
City	State	Zip

Bidders must submit any **questions** regarding the content of this RFQ by email, fax, or surface mail. DHS staff are not allowed to respond to questions (regarding the content of the RFQ) that are telephoned in. DHS will compile all written questions and answers from the preproposal conference as well as written questions and post these as well as any other clarifications or revisions to the initial RFQ onto the DHS RFQ website. Interested bidders are advised to monitor the website on a daily basis.

Bidders must submit all **bid responses** either in person or by surface mail. Bid responses which are faxed or emailed will not be considered for award.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award.

Delays at the beginning of the first contract period will result in a prorating of the annual dollar amount. The contract amount for subsequent years will be dependent on DHS' availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

To be considered, bid responses must arrive at the Issuing Office on or before the date and time specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

<u>Rating</u>

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder's fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority: P.A. 2080 of 1939. Completion: Mandatory. Penalty: Contract Invalid	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, sexual orientation, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bidder Response
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

Description of Services for Bidder Response

I. CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Muskegon and Ottawa Counties.

B. Location of Services to be Delivered

The Contractor shall provide services described herein in facilities located at:

The Contractor's office; the youth's home; or at a mutually agreeable location that will meet the needs of the youth.

C. Client Eligibility Criteria

1. Youth eligible for Youth In Transition (YIT) services include:

   - Youth who have been in foster care at least one day after age 14, and supervised by the Department of Human Services or a Purchase of Service (POS) agency in a Foster Care or Delinquency placement, **and**
   - Youth not currently placed in a secure facility, **and**
   - Youth likely to remain in foster care until age 18.

2. Youth eligible for Closed Case Services (CCS) are:

   - Youth with a Foster Care case closed at age 18 or older
   - Youth ages 18 to 21
   - Youth no longer under DHS care and supervision
   - Youth who meet the YIT eligibility parameters

   CCS is intended for youth who are primarily self-supporting and maintaining an independent household. A youth may receive or be referred for services following discharge from a Michigan DHS supervised foster care/juvenile justice placement.

3. The Contractor shall serve youth that reside in the Contractor's service area. Contractor may serve youth outside of the Geographic Area only with prior permission of Department of Human Services.

4. Determination of Eligibility

DHS shall determine eligibility.

D. Credentials and Employee Clearances

The Contractor shall assure that appropriately credentialed or trained staff shall perform functions under this Agreement: The Case Manager shall possess at minimum a Bachelor's Degreee in a Human Services field and have at minimum four years experience working with foster care youth and/or high risk youth populations. The Case Manager Aide/Youth Advocate shall possess at minimum a high school diploma, demonstrate higher education goals and have at minimum two years experience working with foster care youth and/or a high risk youth population.

1. Criminal Background Check

As a condition of this bid, the Contractor certifies that the Contractor shall conduct or cause to be conducted:

a. For each applicant for employment, employee, subcontractor, subcontractor employee or volunteer who works directly with clients under this Agreement, or who has access to client information, an Internet Criminal History Access Tool (ICHAT) check and a National and State Sex Offender Registry check.

b. For each applicant for employment, employee, subcontractor, subcontractor employee or volunteer who works directly with children under this Agreement, a Central Registry (CR) check.

c. For each applicant for employment, employee, subcontractor, subcontractor employee or volunteer who works directly with clients or who has access to client information, under this Agreement, a Central Registry (CR) check.

d. For each employee, subcontractor, subcontractor employee or volunteer who works directly with clients or who has access to client information, under this Agreement shall be required to timely notify the contractor in writing of criminal convictions (felony or misdemeanor) and/or pending felony charges or placement on the Central Registry as a perpetrator.

Additionally, for each applicant for employment, employee, subcontractor, subcontractor employee or volunteer who works directly with clients under this Agreement or who has access to client information and who has not resided or lived in Michigan for each of the previous ten (10) years, the Contractor shall require the applicant for employment, employee, subcontractor, subcontractor employee or volunteer to sign a waiver attesting to the fact that they have never been convicted of a felony or identified as a perpetrator, if they have, the nature and recency of the felony.

The Contractor further certifies that the Contractor shall not submit claims for or assign to duties under this Agreement, any employee, subcontractor, subcontractor employee, or volunteer based on a determination by the Contractor that the results of a positive ICHAT, CR, NCIC response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services. Contractors may consider the recency and type of crime when making this determination.

The Contractor must have a written policy describing the criteria on which its determinations shall be made and must document the basis for each determination. Failure to comply with this provision may be cause for immediate cancellation of this Agreement. In addition, the Contractor must further have a written policy regarding acceptable screening practices of new staff members and volunteers who have direct access to clients and/or client's personal information, which serve to protect the organization and its clients that is clearly defined.

Information about ICHAT can be found at http://apps.michigan.gov/ichat.

Program Focus

1. The purpose of the Youth in Transition (YIT) Independent Living Services contracts is to provide independent living services to eligible youth as defined by the John H. Chafee Independent Living Act of 1999.

2. Services must be coordinated with other federal and state programs for youth, including but not limited to youth homeless/housing programs, programs for disabled youth, school to work programs, employment programs, abstinence programs, and health care services before utilization of YIT funds.

3. All other available resources for independent living services must be exhausted prior to utilizing YIT funds.

Definitions

1. Service Coordination: After the initial intake/interview and assessment of youth's appropriateness for participation, service coordination constitutes all efforts/activities (on behalf of the youth) covered under this contract and funded by the Youth In Transition fund source.

2. Referral: Youth will be referred for needed services in the community for services not provided under this Agreement.

3. Outside Service Provider: Any individual or entity providing a good or service not directly provided through this Agreement and may include public or private service providers. Also services available from the Contract agency that are not funded by this Agreement.

4. Independent Living (IL) is defined as the preparation for and support through the transitional phases of adolescent/young adult development that leads to increased self-reliance and self-determination with a goal of functional independence in a community.

E. Services to be Delivered

Service #1 of 6: CASE MANAGEMENT

1. The Contractor Shall:

   a. Accept referrals from public and private agencies and self-referred youth.

   b. Verify youth's eligibility for Youth In Transition funded services through the county DHS office.

   c. If there is not a current DHS Structured Decision Making (SDM) assessment of the youth's independent living skills, the contractor must complete one within 30 days of receiving the referral. The comprehensive assessment must adequately address the youth(s) preparation for and transition to functional independence.

   d. Review existing and available Initial Service Plans (ISP), Updated Service Plans (USP), current evaluations or other relevant materials to ensure a thorough assessment.

   e. Maintain the completed assessment in each youth's case file, and provide a copy to the youth's foster care worker, if applicable.

f. Prepare a written Independent Living Service Plan in collaboration with the youth. The plan shall be developed based on the identified needs and strengths determined in the assessment. The signature of the youth is required to verify participation and agreement with the plan and commitment to the goals. Copies of the ILSP signature page shall be made available to DHS by attachment to the quarterly report.

g. Notify youth that follow-up contact will be pursued after termination of services as follows:

Complete two (2) follow-up contacts for each youth after termination of services.

1) Contacts shall be made at approximately ninety (90) and one hundred eighty (180) days following termination of service.

2) Incentives for youth to report back at 90 and 180 days may be provided up to a $25 value.

3) Youth will be provided a means of updating location information with the agency.

4) Diligent attempts to locate youth shall include phone calls, e-mail, visits to last known address, etc.

5) Agencies must document contact attempts and outcomes.

h. Provide transportation services by direct provision or coordination with other transportation providers for all independent living related activities. When coordinating transportation services, consideration must be given to the safety of youth.

2. Volume of Service:

a. Clients/Youth – The estimated number of eligible (unduplicated) youth to be served during the period of this Agreement shall be: 84 (42 annually).

b. Unit Definition(s): One unit equals one hour of Contractor time providing assessment, intake, service coordination, referral, transportation and follow-up contacts as defined above.

c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 1680

From the total amount, the estimated number of units that may be expended during the following periods is:

Fiscal Year	Estimated Number of Units
October 1, 2008 through September 30, 2009	840
October 1, 2009 through September 30, 2010	840

Service #2 of 7: CLOSED CASE SUPPORT

1. The Contractor shall:

    a. Provide Closed Case Support (CCS) to those eligible youth prior to age 21, who are living independently, and may need assistance. (See Eligibility)

    b. Verify and document youth's eligibility for YIT funded services and discharge date.

    c. Youth who are eligible for closed case services are eligible for the entire range of services that can be provided to eligible youth that have an open case.

2. Volume of Service:

    a. Clients/youths: The estimated number of eligible (unduplicated) youth to be served shall be: 12 (6 annually)

    b. Unit Definition(s): One unit equals one hour of service provided to a Closed Case eligible youth as defined above.

    c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 56

    From the total amount, the estimated number of units that may be expended during the following periods is:

Fiscal Year	Estimated Number of Units
October 1, 2008 through September 30, 2009	28
October 1, 2009 through September 30, 2010	28

Service #3 of 7: MENTORSHIP

1. The Contractor shall:

   a. Provide adult mentors to eligible youth seeking a positive adult relationship to provide support and guidance in significant areas of development.

   b. Coordinate with existing mentor programs in the community or, if no mentor programs exist, establish a mentor program using commonly recognized recruitment techniques.

   c. Document recruitment activities and efforts on a monthly basis; no more than 20% of the total program budget may be spent on the Mentorship service.

   d. Conduct interviews and screening for all adult mentors; including Central Registry and criminal background checks, employers, and 3 references.

   e. Maintain a confidential file for each mentor candidate that includes:

      1) The interview, screening/background information, and reference checks.
      2) A copy of a valid driver's license, automobile insurance certificate, and a secretary of state clearance transporting youth.
      3) All reporting and other documents submitted by mentors.

   f. Ensure that mentors will:

      1) Provide a monthly report that shall include a self-evaluation form, a log sheet of contact with each youth with whom the mentor works, and a mileage report sheet.
      2) Be available for supervision by the volunteer coordinator.
      3) Sign a confidentiality agreement stating that client's name and personal information will not be given to anyone outside the program.
      4) Have acceptable means of transportation available.
      5) Have a TB test taken and provide written results to be maintained in the file that demonstrates a negative response. TB tests will be required annually at the Contractor's expense as documented in the budget for this Agreement.

g. Develop specialized training for mentors to ensure there is awareness of the needs and issues of youth that have been in foster care.

h. The contractor shall provide an initial training series to mentor candidates which includes:

1) Overview of foster care and juvenile justice system
2) Youth development and related issues
3) IL preparation
4) Goal setting
5) Mentor role and responsibility
6) Positive and productive relationships
7) Program requirements and expectations for mentor-candidates as established by contractor

i. Provide ongoing training related to working with youth in preparation for independent living to all mentors.

j. Encourage youth to select mentors from adults they have an established relationship with or share a common interest. The contractor shall additionally conduct mentor matches for youth that will, to the extent possible, be based on common interest and compatibility ascertained through interviews and initial meetings/interactions on a formal and/or informal (social) basis.

k. Re-matches shall occur as needed or requested (by mentor or mentee), or as determined necessary by Contractor program staff.

l. Develop/seek community and internal resources which enhance the mentor/mentee relationship (e.g., tickets, food, and free/low cost activities).

m. Provide mentor and youth with ongoing supervision and assistance at least monthly by making face-to-face contact with the youth and the mentor. This supervision and assistance may include, but is not limited to:

1) Assistance with communication;
2) Problem solving;
3) Ideas for activities;
4) Planning and facilitating connections/interactions with other experienced mentors and mentees.

n. For peer mentors provide additional training that specifically addresses peer-to-peer interactions, relationships, roles, and responsibilities.

o. Adhere to the same (screening and training) requirements for peer mentors as outlined above for adult mentors.

p. Peer educators may be trained to conduct outreach, marketing, youth group activities, Independent Living (IL) skills activities, and assist with mentor training.

2. Volume of Service

a. Clients/youths: – The estimated number of eligible (unduplicated) youth to be served per month shall be: 42 (21 annually)

b. Unit Definition(s): One unit equals is one hour of program development or program services.

c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 496

From the total amount, the estimated number of units that may be expended during the following periods is:

Fiscal Year	Estimated Number of Units
October 1, 2008 through September 30, 2009	248
October 1, 2009 through September 30, 2010	248

Service #4 of 6: EDUCATION SUPPORT

1. The Contractor shall:

a. Encourage youth to strive and work toward an achievable educational level that will lead to employment and functional economic independence. This may include attendance at any of the following:

- High School,
- GED/Adult Education program
- College/University
- Vocational Technical Schools

b. Provide Education Support to all eligible referred youth based on a comprehensive assessment and focused on the youth's personal educational goal.

c. Refer youth to existing education support services for testing, information, tutoring, training, counseling, and financial assistance.

d. Advocate on youth's behalf and support youth in accessing all available services.

e. Assist youth with the preparation of any applications, forms, and documents required of the youth to access services.

f. Assist youth with problem resolution and/or follow-up on youth's unsuccessful attempts to seek assistance or support. This can be accomplished via phone contact or meeting with representatives from agencies, institutions, or other entities.

g. Document on the DHS 4713, Service Youth Profile Report, youth or Contractor's inability to access needed services and supports, and all subsequent actions taken on behalf of youth.

h. Coordinate career planning with a focus on education or training to enhance a youth's potential for economic independence.

i. Utilize adult and peer mentors/educators in the areas of advocacy, support and information dissemination.

2. Volume of Service:

a. Clients/youths: The estimated number of eligible (unduplicated) youth to be served during the period of this Agreement shall be: 56 (28 annually).

b. Unit Definition(s): One unit equals one hour of Contractor time providing educational support to an eligible youth as defined above.

c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 3360

From the total amount, the estimated number of units that may be expended during the following periods is:

Fiscal Year	Estimated Number of Units
October 1, 2008 through September 30, 2009	1680

Service #5 of 6: EMPLOYMENT SUPPORT

1. The Contractor shall:

   a. Provide appropriate employment support to all eligible youth. Such support shall be based on the youth's age, educational status, ability, employability, and employment goal as determined by an assessment and the Youth Service Plan.

   b. Provide intensive employment support service to eligible youth that are facing imminent discharge from foster care and/or are living independently and have no other legitimate source of income.

   c. Provide individualized employment support services for youth no longer under DHS supervision, to meet immediate needs.

   d. Build and maintain job opportunities with potential youth employers.

   e. Provide youth with up-to-date information on existing and accessible (public and private) employment related programs.

   f. Refer youth to existing employment testing, training, and job placement service providers. If services are not accessible within the community, the contractor will develop and provide services.

   g. Provide job placement, support, and follow-up to youth experiencing difficulty maintaining ongoing employment.

   h. Assist youth in obtaining all necessary documents (birth certificate, social security card, driver license/picture ID), work permits.

   i. Assist with career planning with a goal of functional economic independence.

2. Volume of Service:

   a. Clients/youths: The estimated number of eligible (unduplicated) youth to be served per month shall be: 42 (21 annually).

   b. Unit Definition(s): One unit equals one hour of employment support for an eligible youth as defined above.

c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 2,464

From the total amount, the estimated number of units that may be expended during the following periods is:

Fiscal Year	Estimated Number of Units
October 1, 2008 through September 30, 2009	1,232
October 1, 2009 through September 30, 2010	1,232

Service #6 of 6: INDEPENDENT LIVING SKILLS TRAINING

1. The Contractor shall:

   a. Create an Independent Living Skills Training Program that teaches the necessary skills to function effectively in the community. Existing community resources shall be used when applicable.

   b. Provide skills training for a minimum of 10 weeks of 2.5 hours of training per week. The training should match the identified needs in the youth's service plan. Skills training may include but is not limited to the following:

      1) Housing:
         - Securing safe and stable housing, upkeep and maintenance.

      2) Daily Living Skills:
         - Financial literacy, personal hygiene, securing transportation or the ability to use local transportation resources, smart shopping, laundry, community resources, etc.

      3) Healthy Behaviors:
         - Pregnancy prevention, substance abuse prevention, medical insurance, nutrition and exercise, healthy decisions about sexual activity.

      4) Social Skills:
         - Appropriate communication, interpersonal relationships, anger management, and rights and responsibilities.

      5) Other preparation for adulthood.

2. Volume of Service:

   a. Clients/youths: The estimated number of eligible (unduplicated) youth to be served per month shall be: 22 (11 annually)

   b. Unit Definition(s): One unit equals two and one-half (2-1/2) hours of training per week.

   c. Number of Units: The estimated number of units of service to be provided per term of Agreement shall be: 112

   From the total amount, the estimated number of units that may be expended during the following periods is:

Fiscal Year	Estimated Number of Units
October 1, 2008 through September 30, 2009	56
October 1, 2009 through September 30, 2010	56

F. Reporting Requirements

1. Written documentation of services provided to DHS on a monthly basis, to include:

   a. DHS-4713 - Service Youth Profile Report for each youth
   b. DHS-3469 Statement of Expenditures

2. Written reports and documentation of services provided to clients and reported to DHS on a quarterly basis due thirty days after the end of the quarter: January 30th, April 30th, July 30th, and October 30th.

   Reports must include reporting requirements noted in the service descriptions:

   - The number of youth served
   - The age of the youth served
   - Youth's living arrangement
   - Educational status
   - Employment status
   - Case Management: Document/verify follow-up contacts, contact attempts and outcomes at 90 and 180 days.
   - Case Management: Copies of the ILP signature page shall be made available.
   - Independent Living Skills Training – Reporting Requirement

- Number of youth enrolled in the program
- Length of time each youth was enrolled in the program
- Number of youth who completed the program
- Reason stated for leaving the pro

3. An annual summary report is also required on October 30th of that outlines:

    - Yearly data totaled from the quarterly reports for each service area
    - Pre- and post-test scores for service areas where indicated
    - The activities and challenges for the fiscal year
    - The evaluation criteria and outcomes as stated in the contract
    - The agency's challenges in meeting the standards.

4. Evaluation of program outcomes will be conducted through the data provided from the contracted agency. The first year of the contract will be considered a baseline year.

    An agency that does not meet the defined evaluation and outcome criteria will be required to develop a program improvement plan and report quarterly on evaluation and outcome measures.

REQUEST FOR QUOTE - RATING CRITERIA

The total maximum number of points that a bid can receive equals 100 points. The maximum number of points for each of the four categories is as follows:

I.	Bidder’s Experience/Qualifications	30 points
II.	Program Implementation (Work Plan)	30 points
III.	Availability/Accessibility	20 points
IV.	Fiscal Resource Allocation	20 points
Total points available:		100points

I. <u>Bidder's Experience/Qualifications</u>

A. Agency

1. Has bidder ever performed these or similar services comparable to the services being bid for DHS or another purchaser?

   Considerations:

   - How recently were services provided and for what duration?
   - Were there previous contracts with DHS?
   - Were the principle characteristics of target population serviced comparable and relevant to the services being bid?
   - Has the bidder documented successful outcomes for clients as a result of services provided?

2. To what degree is experience with other similar services relevant to the service(s) being bid?

3. Has the bidder demonstrated the ability to collaborate with, or otherwise utilize, relevant community system resources to enhance outcomes for clients:

B. Staff

1. Do the position descriptions and resumes indicate that direct service staff possess educational credentials, knowledge, skills, attributes, and other characteristics that qualify them to provide these services?

   Considerations:

- Length of experience
- Similarity of experience to services to be required
- Are salary schedules commensurate with job descriptions and requirements?

2. Does the bidder describe an acceptable level and structure for supervision with regard to the following?

   - Amount of supervisory time dedicated to this project.
   - Number of staff and programs for which each supervisor is responsible.
   - Availability of supervisor for emergencies and during non-traditional hours (where appropriate).

   Considerations:

   - Length of experience
   - Length of supervisory experience
   - Similarity of experience to services to be required.
   - Is supervisory staff required to have an appropriate level of direct care experience?

3. Does the bidder have management and administrative support personnel sufficient to produce a satisfactory level of performance?

   Considerations:

   - Similarity of direct experience to services to be required.
   - Length of experience.
   - Is there a sufficient number of management and administrative support personnel adequate to produce a satisfactory level of performance?
   - Will the service provided correspond to DHS' needs?
   - Does current management and administrative staff have appropriate previous work experience in human service administration?

C. Education and Training

1. Are educational requirements appropriate for each of the following types of staff?

   - Direct Services
   - Supervisory

- Administrative

2. Is the bidder’s training program for new staff acceptable with regard to the number of hours of training, and the training curriculum?

3. Is the training scheduled in a manner that assures new staff will have appropriate skills prior to service delivery.

4. Does the bidder provide an acceptable level of training for on-going staff with regard to frequency, number of hours, and determination of topics relevant to services and staff needs?

D. Performance (“Purchaser” may refer to DHS or other entities.)

1. Were the services monitored by the purchasing agency? Was there documentation provided in a monitoring report regarding quality of service?

2. Were the terms of the agreement(s) fulfilled satisfactorily? (Was objective, supportive, documentation from the purchaser provided?)

3. If not, did the bidder submit and implement a corrective action plan that met the needs of the purchaser?

II. <u>Program Implementation (Work Plan)</u>

A. Service Delivery

1. Does the bidder’s work plan demonstrate an understanding of service objectives?

2. Does the bidder demonstrate ability to fully implement all aspects of the service design?

3. Is the work plan clear and detailed?

4. Does the work plan describe an approach that integrates service delivery to the client population in a way that assures achievement of goals for the client population?

5. Is the bidder’s plan for addressing the needs of a diverse client population adequate with respect to:

   - Transportation needs
   - Client characteristics
   - Physical disabilities

- Language difficulties
- Cultural concerns

6. If applicable, does the bidder describe an effective approach for notifying prospective clients of service availability? Has the bidder been responsible for notification of service availability in the past:

   - For this or other programs.
   - To a similar target population.

7. Does the bidder describe an effective approach for attracting and maintaining a high degree of client participation and investment in the program?

8. Does the proposal include documentation that past efforts at client engagement were successful?

9. If the bidder is responsible for determination of client eligibility, is the process for determination appropriate, and does it include appropriate documentation?

10. If the bidder is responsible for assessment of client needs, is the assessment process well defined and appropriate? Client centered? Does the bidder perform pre and post evaluative testing?

11. Does the work plan demonstrate that the bidder will be able to make initial contact with clients within the required time period?

12. If the bidder is responsible for the development of client treatment plans:

    - Is treatment plan development integrated with the assessment process?
    - Doe clients participate in treatment plan development?
    - Does the bidder demonstrate that treatment plans will be individualized to the needs of each client/family?
    - Does the bidder provide documentation that they have a history of completing assessment and treatment plan development in a timely manner?

13. Does the bidder demonstrate that treatment plans will help clients achieve the goals of the overall program?

14. Does the bidder demonstrate successful collaborative working relationships with other relevant community systems by:

- Identifying resources within the community that are available to assist the family?
- Does the bidder describe established formal and informal working relationships with relevant community agencies and staff? Was there documentation of ability to advocate and secure resources for clients?

15. Did the bidder demonstrate that past service contract and reporting deadlines were met?

B. Staffing

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?

2. Does bid response include appropriate position descriptions for executive/administrative staff, management/supervisory staff, direct-care-staff, and other supportive personnel?

3. Does the bidder identify an adequate plan to assure an appropriate level of staff screening?

4. Does the bidder have an acceptable turnover rate for direct care staff?

5. Does the bidder have an acceptable plan in place to address continuation of service when staff turnover occurs?

III. <u>Availability/Accessibility</u>

A. Does the bid response adequately describe how the bidder will identify the client population?

B. Does the bidder have an adequate plan for informing eligible clients of the availability of their services? Is the bidder reasonably accessible to the client population during non-traditional service hours?

C. Does the bid response adequately describe how bidder will provide outreach services?

D. Is the bidder able to provide services at times when most clients can access them?

E. Transportation

- Is the bidder located close to public transportation?

- Is the bidder's plan for arranging/providing client transportation feasible and appropriate?

F. Does the bidder make adequate provision for client transportation needs?

G. Are the bidder's facilities and services easily accessible to clients with disabilities?

H. Is the facility large enough to meet the demand for services in the geographic area?

I. Is the bidder's plan for addressing client language barriers feasible and appropriate?

J. Does the bidder have an appropriate plan for serving clients with physical disabilities?

K. Is the bidder's plan for use of specific assistance funds reasonable and appropriate to achieve program goals?

IV. <u>Fiscal Resource Allocation</u>

A. Does the bid response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout the life of the agreement (including staffing, communication, resources, and the described facility [both location and size])?

B. Is supervisory and administrative support adequate with respect to:

- Consultation
- Back-up
- Span of control

C. Are the number of direct-care staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and narrative portions of the bid response?

D. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement?

E. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?

F. Does the proposal specifically identify what resources the bidder has available and how it will utilize (all) those resources to facilitate 24/07/365 accessibility (i.e., staffing allocation; communication; transportation, community contacts, etc.)?

G. Is the quantity of resources appropriate and reasonable for the level of proposed services? Do they match?

H. Has the bidder identified other funding and/or donated or non-cash resources to support services and use the funding efficiently?

I. Has the bidder documented sufficient match to meet state and/or federal requirements?

J. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?

K. If the bidder provides in-kind, do they demonstrate a dependable, consistent source of in-kind funding?

V. Price Competition

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

   Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

   The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

   If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

   DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

   The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

   Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date and time specified on the cover sheet.

5. Amendment to the RFQ

   In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using exclusively the format provided in the "Bidder Response to DHS”. Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. <u>Independent Price Determination</u>

a. By submission of a bid response, the bidder certifies:

1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;

3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;

4) The price quoted is not higher than that given to the general public for the same service.

b. Each person signing the bid response certifies that:

1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or

2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.

c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on http://www.cpexpress.state.mi.us
- Follow directions.

2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).

3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

   A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:

   - The bid response should be paginated, except for attachments
   - Font size should be 12 or larger
   - Observe restrictions on number of pages, if any are noted. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

BIDDER RESPONSE SECTION

1. Bidder Name:

2. Bidder Mailing Address:

   Bidder E-mail Address:

   Bidder Fax Number:

3. Bidder Mail Code: (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

   private, non-profit   private, proprietary   public   university

5. Bidder's fiscal year begin date: (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

   (Name)   (Telephone Number/Email)

7. Statement of Intent

   The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized b the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization President or Director	(Date)
Typed Name of Organization President or Director	(Date)

I. <u>Bidder's Experience/Qualifications</u>

A. Agency

1. Describe these or similar services comparable to the services being bid for DHS or another purchaser. Please include the following:

   - Dates and duration of service provided.
   - Brief description of service(s) provided.
   - List all contracts with DHS that have been in place within the past 5 years.
   - Principle characteristics of the target population for whom the service was provided.
   - Documentation of successful outcomes for clients as a result of services provided.
   - If similar service, describe degree of similarity and how this service qualifies your agency to provide this service to DHS.
   - Name, email address, and telephone number of a contact person for each individual or agency for whom service was provided.

2. Describe how your agency successfully collaborates with other relevant community systems working to improve outcomes in the community for the targeted population in the RFQ.

3. Provide a list of all contracts with DHS that have been in place for the past five years.

4. Provide addresses of location(s) where the bidder will provide the proposed service(s)

B. Staff

1. Provide job descriptions for all positions charged in the price quotation that indicate staff possess the educational credentials, knowledge, skills, abilities and other characteristics that quality them to provide proposed services. Please include the following:

   - Length of experience needed.
   - Similarity of staff experience in the area of the proposed services.
   - For each job description provide a salary schedule including all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.

2. Provide resumes for any current staff charged in the price quotation that indicate these specific staff possess the educational credentials, knowledge, skills abilities and other characteristics that qualify them to provide proposed services.

3. Complete the staffing allocations and qualifications form, CM-011, Bidder Response: Staffing Allocations and Qualifications at http://www.michigan.gov/documents/CM-0011_162116_7.doc

   - Titles used in this attachment must match titles used elsewhere in narrative.
   - For each position, list the number of hours and number of weeks to be committed to the services being bid.

4. Describe your agency's supervision structure and plan with regard to the following:

   - Amount of supervisory time dedicated to this project.
   - Number of staff and programs for which each supervisor is responsible.
   - Availability of supervisor for emergencies and during non-traditional hours (where appropriate).
   - Supervision plan for direct care staff.
   - If any, supervision plan for staff team.

5. For your agency's supervision staff, provide the following:

   - Length of experience in direct service provision in proposed or similar services.
   - Length of supervisory experience.

C. Education / Training

1. Describe your agency's training program for new staff. Include the number of hours of training, and the training curriculum. Explain how new staff training equips staff for the provision of proposed services.

2. Describe your agency's level of training for on-going staff with regard to frequency, number of hours, and determination of topics relevant to services and staff needs. Explain how on-going training equips existing staff for the provision of proposed services.

D. **Performance** ("Purchaser" may refer to DHS or other entities.)

1. Provide previous monitoring reports for this or similar service purchased by DHS or others.

2. Provide any corrective action plans with documentation of implementation and proof that purchaser was satisfied by the corrective actions taken.

3. If no previous monitoring reports, provide concrete, objective evidence that the purchaser of this or similar services was satisfied.

II. <u>Work Plan (Program Implementation)</u>

A. Service Delivery

1. In narrative form, please describe how you would implement the program described by DHS.

   - <u>Program Implementation</u>
     - Once the contract is awarded, describe how long it will be before your agency will be able to provide service (Please be specific, e.g. 30 days, 45 days, etc.)
     - Describe the methodology used to determine the amount of staff time (both management and direct) needed to fulfill the terms of the service as described.
     - Describe the manner in which your agency will interact with the following organizations involved with the client's plan of treatment: Court, DHS, and other agencies.

   - <u>Target Population</u>
     Describe the needs and strengths of the targeted population and its impact on service delivery. Include how your service delivery is tailored to respond specifically to the client population with respect to:
     - Transportation needs.
     - Client characteristics.
     - Physical disabilities.
     - Language difficulties.
     - Cultural concerns.
     - Other.

   - <u>Work Plan</u>
     - Provide a description of how the specified service(s) would be provided to client(s).
     - Include each step, process or activity a typical client(s) would encounter in successfully completing this service, and how these steps contribute to client goal achievement, and program success.

- Include evidence of your ability to meet time frames required in the RFQ. If no required time frames, indicate anticipated time frames, with rationale for them.
- Include a program flow chart if desired.
- Include the total anticipated duration of service for each client, the frequency of contacts, and time spent with client during each contact.

2. If applicable, describe your agency's approach to notifying prospective clients of service availability. Describe past efforts for notification of this or similar service availability to a similar target population. Provide documentation that such efforts were successful in attracting the number of clients targeted to be served.

3. Describe how your agency will attract and maintain a high degree of client participation, engagement, and investment in the program. Provide documentation that past efforts to engage clients were successful. Include agency's ability and plan to provide this service during non-traditional service hours.

4. If applicable, describe your agency's method for determining client eligibility.

5. Describe your agency's method for determining client assessment. Please include any formal tools or methods used.

6. If applicable, provide a description of how the treatment plan is developed, including a sample treatment plan based on common characteristics of the targeted population. Explain how the treatment plan contributes to client's achievement of the client's individual goals and to the goals of the overall program.

7. Describe how the agency collaborates with other relevant community systems and resources through:

   - Identifying resources within the community that are available to assist the family.
   - Connecting the family to those identified resources.
   - Advocating with the client for needed services or resources.

8. Documentation and timeliness of Reports

   - Provide procedures in-place to meet service contacts and reporting deadlines.
   - Describe your procedures for case review of reports.

- Document your success in the past at meeting service contacts and reporting deadlines in this or in similar services provided.

9. Continuation of Service Plan

   - Describe your agency's plan for continuation of service when staff turnover occurs.

B. Staffing

1. Provide organizational chart that includes proposed service, making sure that position titles match title designations in bid and budget.

2. Provide your agency's plan for staff screening in regard to criminal record checks and central registry clearance for employees who will have any direct contact with children.

3. Turnover Rate
   - Using the matrix and formula below, provide your agency's turnover rate for the listed job categories for the past three years:

FORMULA $\dfrac{\textbf{Total \# of those who left over period X 100}}{\textbf{Average total \# employed over same period}}$

Category	**2006**	**2005**	**2004**
Managerial/Supervisory			
Direct Service			
Total staff (including support)			

The total # of leavers includes all leavers: voluntarily, involuntarily due to dismissal, retirement, etc.

<u>Example</u>: In 2006, in an organization with a total staff of 47 employees, 5 employees leave. The total number of leavers then is 5, which when multiplied by 100 equals 500. This is divided by the <u>average</u> total number employed for this period of time (45), which results in an 11% turnover rate for total staff.

   - Provide commentary regarding your agency's turnover rate
     - Explanation of past turnover rate.
     - Anticipated future turnover rate.

   - Describe systems in place to encourage staff retention.

III. Availability/Accessibility

A. Specify your agency's normal hours of operation.

B. Indicate your agency's ability and willingness to provide additional hours at other times or days if necessary.

C. If required, describe how your agency would provide 24/7/365 accessibility to clients. (i.e., staffing allocation, communication, transportation, etc.) Be sure to include whether the client has access after hours to their identified worker.

D. Identify each location where services will be provided. Include the street address, city, and zip codes for all locations.

E. Using Attachment C (Availability/Accessibility to Clients) identify your agency's location in relation to public access.

F. Describe your agency's plan for arranging and/or providing client transportation.

G. Describe your agency's ability to provide outreach services in clients' homes or mutually agreed-upon locations if this is requested in the service description.

H. Describe your agency's ability to respond to crisis situations.

I. Do your agency's facilities and services allow/encourage participation by clients with disabilities? Are facilities accessible by wheelchair? Are restrooms accessible, etc.?

J. Describe the size of your facilities and how that impacts your agency's ability to meet the demand for services in the geographic service area.

K. Describe your agency's process for addressing client language barriers.

L. Describe your agency's plan for use of specific assistance. How will it be used and when?

IV. Budget Completion/Fiscal Resource Allocation

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) (http://www.michigan.gov/documents/CM-468ex_15681_7.xlt) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period.

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.

- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

Budget Narrative

Use the attached template, Resource Grid (CM-0043) www.michigan.gov/documents/CM-0043_162118_7.doc to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.

2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

   This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

   NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

PRICE QUOTATION
Michigan Department of Human Services

BIDDER NAME:

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1 (Name of Service): **Case Management**

a. Unit Definition:

One unit equals one hour of Contractor time providing assessment, intake, service coordination, referral, transportation and follow-up contacts as defined above.

b. Price per unit of service: _____/unit

Service #2 (Name of Service) (if applicable): **Closed Case Support**

a. Unit Definition:

One unit equals one hour of service provided to a Closed Case eligible youth as defined above.

b. Price per unit of service: _____/unit

Service #3 (Name of Service) (if applicable): **Mentorship**

a. Unit Definition:

One unit equals is one hour of program development or program services.

b. Price per unit of service: _____/unit

Service #4 (Name of Service) (if applicable): **Education Support**

a. Unit Definition:

One unit equals one hour of Contractor time providing educational support to an eligible youth as defined above.

b. Price per unit of service: _____/unit

Bidder: Submit this form in a separate envelope with the budget. Complete only if bidding on a multiple service unit rate contract.

PRICE QUOTATION
Michigan Department of Human Services

BIDDER NAME:

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #5 (Name of Service): **Employment Support**

a. Unit Definition:

One unit equals one hour of Contractor time providing educational support to an eligible youth as defined above.

b. Price per unit of service: _____/unit

Service #6 (Name of Service) (if applicable): **Independent Living Skills Training**

a. Unit Definition:

One unit equals two and one-half (2-1/2) hours of training per week.

b. Price per unit of service: _____/unit

Attachment A

BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS

Michigan Department of Human Services

Bidder Name (1)	
County	Type of Service

CATEGORY	POSITIONS/TITLES (3)	RATE/ HOUR	HOURS/ WEEK (providing this service solely)	# OF WEEKS	
(2) MANAGERIAL/ SUPERVISORY					
DIRECT SERVICE					
SUPPORT STAFF					

(1) Please provide information on staffing only for services to be provided for the request for quote/contract.
(2) Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, pl category the bulk of the individual's time will be spent.
(3) Use same titles in narrative as on this page.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, nationa marital status, sexual orientation, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans invited to make your needs known to a DHS office in your area.

Attachment B

RESOURCE GRID
MICHIGAN DEPARTMENT OF HUMAN SERVICES

* Do not include dollar amounts.

** List any match resources your agency will be providing and the fund source of that match.

Resource	Description
Employee Fringe Benefits (FTEs by position)	
Occupancy (square feet and number of Facilities)	
Communications (fax, telephone, number of lines and phones)	
Supplies (general, program, duplicating)	
Equipment	
Local Transportation (number of miles for client transportation)	
Contractual Services	
Specific Assistance to Individuals	
Miscellaneous	

Availability/Accessibility To Clients

Michigan Department of Human Services

PLEASE CHECK THE BOX THAT MOST CLOSELY DESCRIBES YOUR AGENCY'S LOCATION IN RELATION TO PUBLIC ACCESS.	
Within 0 – 1 block of public transportation	☐
Within 1 – 2 blocks of public transportation	☐
Within 2 – 3 blocks of public transportation	☐
Greater than 3 blocks from public transportation	☐
Are your facilities easily accessible to clients with disabilities?	☐ Yes ☐ No

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, sexual orientation, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.